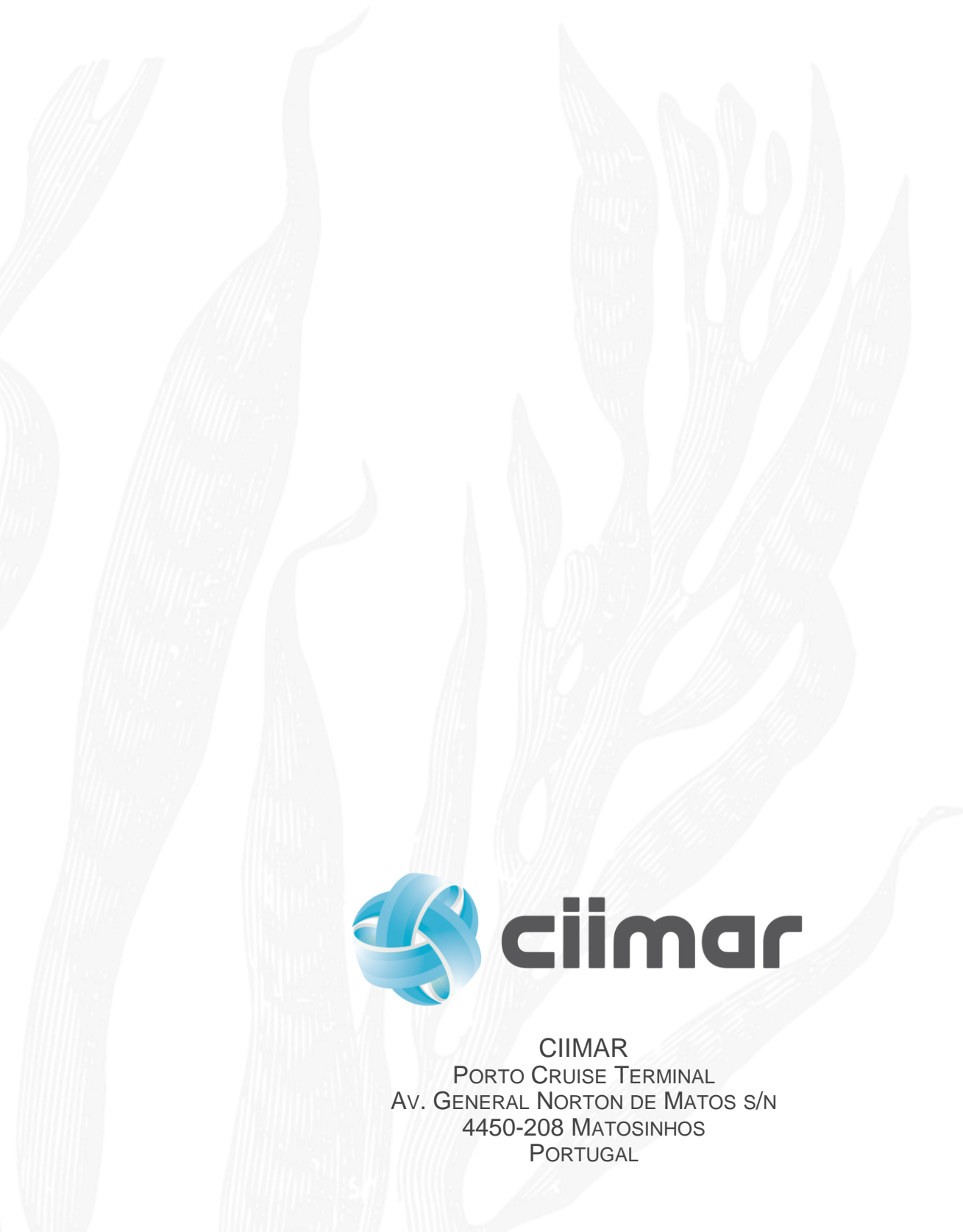


# WELCOME GUIDE

2024

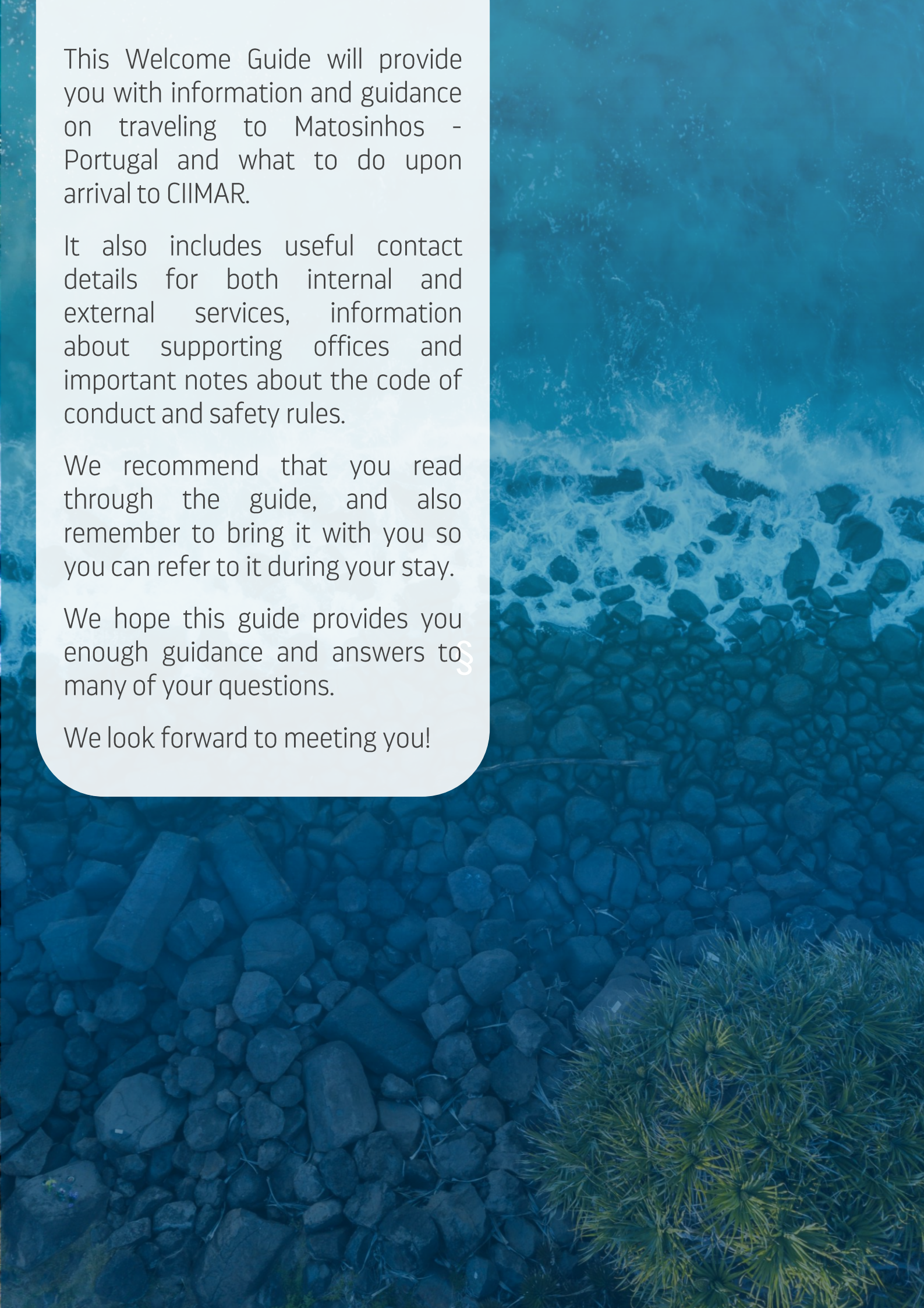


ciimar



**ciimar**

CIIMAR  
PORTO CRUISE TERMINAL  
AV. GENERAL NORTON DE MATOS S/N  
4450-208 MATOSINHOS  
PORTUGAL



This Welcome Guide will provide you with information and guidance on traveling to Matosinhos - Portugal and what to do upon arrival to CIIMAR.

It also includes useful contact details for both internal and external services, information about supporting offices and important notes about the code of conduct and safety rules.

We recommend that you read through the guide, and also remember to bring it with you so you can refer to it during your stay.

We hope this guide provides you enough guidance and answers to many of your questions.

We look forward to meeting you!

HOW TO ARRIVE AND  
ACCOMMODATION

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CODE OF CONDUCT  
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1

# HOW TO ARRIVE AND ACCOMMODATION

# HOW TO ARRIVE



WGS84: Lat.: 41°10'37.00"N Long.: 8°42'7.00"W GPS: 41.180778, -8.694167

[Click HERE for map directions](#)

The CIIMAR Headquarters are located in the Porto Cruise Terminal building. Access to the building is done via the [Port south gate](#), located at the end of Rua do Godinho (street), next to Matosinhos beach. When at the entrance you need to present your identification and introduce yourself as visitor or new member of CIIMAR.



## FROM PORTO AIRPORT

Francisco Sá Carneiro Airport is the name of Porto Airport (OPO). It is located in the outskirts of the city, but served by a good network of public transportation. More information about the airport can be found [here](#).

The airport is served by metro line E (to Trindade station– at Porto center). To CIIMAR you will have to change to line A at the Senhora da Hora Station.

Matosinhos Sul metro station is the closest metro station to CIIMAR - Porto Cruise Terminal. A walking transect of approximately 500m separates the Metro station from the Port south gate, located at the end of Rua do Godinho, next to Matosinhos beach. [Map here](#).

## FROM PORTO CITY CENTRE



**Metro:** Single Ticket Z4 (2€)

**Line A (blue)** connects Estádio do Dragão station to Senhor de Matosinhos station. Trindade is the central metro station in Porto, offering connections to all subway lines (27 mins, 14 stops to Matosinhos Sul). Several other subway stations can be found all around the city centre.

Matosinhos Sul is the closest metro station to the Porto Cruise Terminal. A walking transect of around 500m separates the Metro station from the Port south gate, located at the end of Rua do Godinho, next to Matosinhos beach. [Map Here](#).

From Line B (Póvoa do Varzim), C (ISMAI) or E (Airport) you will have to change line in the Senhora da Hora Station. Consult the metro [journey planner](#), the [map](#) of the subway network and stations and the metro [timetable](#).

**BUS:** Single Ticket Z3 (1,60€)

**Line 501** - Catch the bus at Avenida dos Aliados ([1AL2](#)) to Matosinhos Praia (approx. 1 hour, 36 stops). Several other lines (e.g. [500](#) – from Praça da Liberdade via Douro riverside; [502](#) from Bolhão via Av. Boavista; [1M](#) and [13M](#) from Aliados; [205](#) from Campanhã via Estrada da Circunvalação) can also be used to arrive at Matosinhos from different locations.

When in Matosinhos, several Bus stops can be found close to the Porto Cruise Terminal, namely at Av. Serpa Pinto - Godinho ([GODH5](#)), Matosinhos Praia (Av. da República [MTSP1](#) and Roberto Ivens street [MTSP2](#)) and Rotunda da Anémoma ([PCID4](#)).

## FROM LISBON

Coming from Lisbon there are several traveling options:

**Airplane:** Using [TAP Express](#) “Ponte aérea” service that runs frequently between 07:00 and 22:35.

**BUS:** [Rede Expressos](#) and [FlixBus](#) runs several services throughout the day connecting both cities in approximately 3h30min.

**Train:** [Comboios de Portugal](#) (CP) is the national railroad service. Special prices are available when booking five or more days in advance, but subject to the number of seats available during the purchase process.

Shared car rides are also available at [BlaBlaCar](#).



# ACCOMMODATION

*Accommodation options at the vicinity of the Porto Cruise Terminal*

[Hotel Porto Mar](#)

(+351) 229 382 104

[My Trip Porto](#)

(+351) 934 626 196

[Seaporto Hotel](#)

(+351) 227 667 877



[Casa do Godinho](#)

(+351) 229 388 015

[Urban Hotel Matosinhos](#)

(+351) 229 399 700

[Eurostars Matosinhos](#)

(+351) 229 382 104

[Hotel O Valentin](#)

(+351) 229 388 015

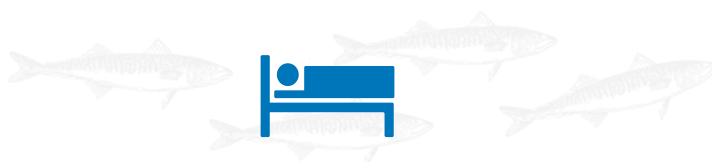
[Harbour Inn Guesthouse](#)

(+351) 969 702 173

# PRIVATE HOUSING

Please take into account that finding a suitable living unit for a short stay may not be easy. Not all landlords are available for short-term rentals. Please consider looking for this prior to your arrival.

House sharing is a common practice and usually more cost-effective. The best places to look for these houses are usually around your work/study place or in the area you're planning to live. You should take into consideration public transportation accessibility. CIIMAR's community is always keen to pass on hints and tips to make life easier to new comers. Let us know if you need some help.







# 2

## WHAT TO DO WHEN YOU ARRIVE AT CIIMAR

# WHAT TO DO WHEN YOU ARRIVE AT CIIMAR

1

CHECK IN AT THE RECEPTION  
DESK



2

REGISTRATION AT HUMAN  
RESOURCES OFFICE



3

REGISTRATION AT  
SECRETARIAT OFFICE



4

REGISTRATION AT IT  
OFFICE



5

WELCOME TOUR



6

SOCIALIZATION



# 1 CHECK IN AT THE RECEPTION DESK



08h30-12h00

Upon arrival to CIIMAR facilities, introduce yourself to the reception desk representative (ground floor) which will guide you to the Human Resources Office.

# 2 REGISTRATION AT HUMAN RESOURCES OFFICE



09h30-12h30

The first step is your formal registration at the Human Resources Office, located on the 2nd floor. Please provide a valid ID card or Passport. For those who are contractually bound to CIIMAR, additional documentation related to visa, residence permit, [Portuguese Tax Identification Number](#), [Social Security Number](#) and bank details (IBAN) should be provided whenever required. Then, you will be ready to sign your work contract with CIIMAR.

If you have an ORCID ID please provide it, and a short BIO to be added to CIIMAR's website.

Photograph



Examples of short BIO (up to 100 words):

**Ana Silva** is graduated in Biochemistry and obtained PhD degree in 2012 by Faculty of Sciences of University of Porto. She is currently post-doc researcher at CIIMAR. Her main research interest focus on the development of new biotechnological products from deep sea organisms and she is author of 27 scientific publications in international journals.

**Rafaela** holds a BSc degree in Biology and MSc degree in environmental toxicology and contamination. She is currently working as a project researcher at CIIMAR. She has experience and know-how on autochthonous bioremediation of hydrocarbons, with a special focus on the optimization of bacterial consortia for marine environments. Her main research interests rely on the recovery of polluted marine environments and ocean conservation.

All the data collected will be stored on the Human Resources database and disclosed on the CIIMAR website, under the EU General Regulation on Data Protection

### 3 REGISTRATION AT SECRETARIAT OFFICE



To complete your registration process with the creation and configuration of your CIIMAR's ID/access card you shall proceed to the Secretariat Office located on the 3rd floor. A photograph will be taken of you (or if preferred you can provide a photograph in good resolution: minimum 960x960). The photograph is recommended to be taken at our terrace with the seabed as background (please avoid backlight). This photograph will be stored in the Human Resources database and will be used for CIIMAR's ID card and website profile.

Your CIIMAR ID/access card is your access key to various restricted areas, and it is your most effective form of identification. Therefore, it is crucial to have it with you at all times when at CIIMAR. Depending on your work requirements, specific access permissions can be granted to your card. CIIMAR ID card should be used in all occasions to register the entries and exits of the building in one of the existing entrance registration devices (entrance floor zero, floor 2, floor -1 (BOGA)).

### 4 REGISTRATION AT IT OFFICE: CIIMAR USER ACCOUNT



The Information Technology Office is located on the 3rd floor. IT requests should be directed through the online IT Helpdesk Platform: <https://helpdesk.ciimar.up.pt>

This service is responsible for managing the entire IT systems and networking, starting the procedure when the user account is registered.

All information can be consulted at <https://informatica.ciimar.up.pt>

### 5 WELCOME TOUR

Once your registration process is completed, a short tour will be given to you to get you familiarized with the building (general facilities and services). Bear in mind that the welcoming is a continuous process, so take the time to get acquainted.

### 6 SOCIALIZATION

As part of your welcoming process, a buddy will be assigned to you. Your buddy will help with any practical information, ensuring that you comfortably find your way around during your first days.



# 3

## SUPPORTING OFFICES



# SUPPORTING OFFICES

CIIMAR offers logistical, technical and scientific support accordingly to the duration and purpose of your stay. The integration of new researchers in the institution is supported through a liaison office (see section 2), that introduces you to the other supporting offices and services of the center. All our supporting officers are fluent in English. Complete and updated list of contacts [here](#).




## GROUND FLOOR

### RECEPTION DESK

 SÓNIA LOPES  
 [SLOPES@CIIMAR.UP.PT](mailto:SLOPES@CIIMAR.UP.PT)  
 (+351) 223 401 800

## SECOND FLOOR




### FINANCE AND ACCOUNTING

 PATRICIA TODO BOM, LUCIANA COSTA, SUSANA BARBEDO  
 [TESOURARIA@CIIMAR.UP.PT](mailto:TESOURARIA@CIIMAR.UP.PT)  
 (+351) 223 401 839


### HUMAN RESOURCES

 MARLENE CRUZ, MIRIAM MENDES  
 [RH@CIIMAR.UP.PT](mailto:RH@CIIMAR.UP.PT)  
 (+351) 223 401 847

### PROJECT MANAGEMENT

 ANA MACHADO, MARCO CUNHA, JOANA LEITÃO, LILIANA MELO  
 [GGPROJECTOS@CIIMAR.UP.PT](mailto:GGPROJECTOS@CIIMAR.UP.PT)  
 (+351) 223 401 801

### PUBLIC PROCUREMENT

 NUNO PÁSCOA  
 [CONTRATACAOPUBLICA@CIIMAR.UP.PT](mailto:CONTRATACAOPUBLICA@CIIMAR.UP.PT)  
 (+351) 223 401 839

### LEGAL

 ISABEL REGAL  
 [IREGAL@CIIMAR.UP.PT](mailto:IREGAL@CIIMAR.UP.PT)  
 (+351) 223 401 851



## SECOND FLOOR

### COMMUNICATION AND OUTREACH OFFICE

 EUNICE SOUSA, MARTA CORREIA, SARA SANTOS, CAROLINA SOUSA

 [DIVULGAÇÃO@CIIMAR.UP.PT](mailto:DIVULGAÇÃO@CIIMAR.UP.PT)

 (+351) 223 401 840 / 467

### ENVIRONMENTAL AND SOCIAL SUSTAINABILITY

 JOSÉ TEIXEIRA, SÍLVIA MARTINS

 [SUSTENTABILIDADE@CIIMAR.UP.PT](mailto:SUSTENTABILIDADE@CIIMAR.UP.PT)

 (+351) 223 401 899

### HEALTH AND SAFETY

 RENATA SOARES, INÊS NÓBREGA

 [SAFELAB@CIIMAR.UP.PT](mailto:SAFELAB@CIIMAR.UP.PT)

 (+351) 223 401 453

## THIRD FLOOR

### BOARD SECRETARIAT

 EMÍLIA AFONSO

 [SECRETARIADO@CIIMAR.UP.PT](mailto:SECRETARIADO@CIIMAR.UP.PT)

 (+351) 223 401 805

### RESEARCH AND INNOVATION STRATEGY AND FINANCING

 SUSANA MOREIRA, AGNÈS MARHADOUR

 [GCI@CIIMAR.UP.PT](mailto:GCI@CIIMAR.UP.PT)

 (+351) 223 401 827 / 52

### TECHNOLOGY TRANSFER AND BUSINESS DEVELOPMENT

 ANA CAVADAS, CARLA DOMINGUES

 [ACAVADAS@CIIMAR.UP.PT](mailto:ACAVADAS@CIIMAR.UP.PT)

 (+351) 223 401 852

### INFORMATION TECHNOLOGY

 VITOR RODRIGUES, RUTE PEREIRA

 [HELPDESK@CIIMAR.UP.PT](mailto:HELPDESK@CIIMAR.UP.PT)

 (+351) 223 401 888 / 87

all IT requests should be directed through the online IT Helpdesk Platform:

<https://www.ciimar.up.pt/helpdesk>



# 4

## CODE OF CONDUCT SAFETY RULES



# CODE OF CONDUCT

## CODE OF CONDUCT FOR RESEARCH INTEGRITY

CIIMAR is a research center with the mission to carry out interdisciplinary research at the highest international quality level, which by creating knowledge, addresses important economic and societal challenges. While the ultimate responsibility for good research practice lies with the individual researcher, CIIMAR understands that it has the responsibility to ensure that its research environment fosters the generation of new knowledge and safeguards the highest standards of research integrity.

Accordingly, CIIMAR subscribes to the principles, rules, and procedures of the European Code of Conduct for Research Integrity. This Code applies to and should be known by all students and professionals linked to CIIMAR at all career stages, including affiliated researchers, visiting researchers, technicians, fellows, and other collaborators regardless of the nature of their contractual relationship.

[Code-of-Conduct-for-Research-Integrity](#)

CIIMAR has also been implementing fundamental ethical policies, practices and principles that promote respect for basic human rights, diversity, inclusion, equity and equality, dignity, freedom, non-discrimination, inclusion and diversity, including the development of the [Plan for Gender Equality](#), and the [Regulation of Good Conduct, Prevention and combat against Harassment at CIIMAR](#).

# SAFETY RULES

## LABORATORY SAFETY RULES AND GUIDELINES

Before starting your research work at CIIMAR, you must be aware of the general safety rules of the laboratory. Carefully read the manual that contains the basic rules for safe laboratory practices. Specific biosafety training is required to have access to the Aquatic Animal Facility, and you should contact the responsible person in advance. All users must act with a level of judgment, care, caution, determination, and activity that a person would reasonably be expected to practice.

[Lab-Safety-Rules-and-Guidelines\\_EN](#)

[Lab-Safety-Rules-and-Guidelines\\_PT](#)



**5**

**USEFUL CONTACTS**

# USEFUL CONTACTS

## EMERGENCY



MEDICAL EMERGENCY



FIRE DEPARTMENT

**DIAL:**  
**112**  
*Free of charge*



HEALTH ISSUES  
(non-emergency)

**808 24 24 24**  
*Saúde 24 National Health Service  
Local call tariff*



POISONING

**808 25 01 43**  
*Anti-venom information Center  
Local call tariff*

## CIIMAR

Country Code +351

RECEPTION DESK

**223 401 800**  
*Sónia Lopes*

HEALTH & SAFETY OFFICE

**223 401 453**  
*Renata Soares | Inês Nóbrega*

FIRE SAFETY DELEGATE

**223 401 888 | 919 246 500**  
*Vitor Rodrigues*

BIOSAFETY DELEGATE

**223 401 814 | 916 257 988**  
*Pedro Leão*

LAB RESIDUES DELEGATE

**223 401 837 | 916 682 848**  
*Joana Azevedo*

## APDL

Country Code +351

SECURITY SERVICE

**229 990 700**



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2024 Edition